

Community Planner – Missouri State University

Missouri State University is accepting applications for a Community Planner in the Center for Resource Planning and Management. Responsibilities include assisting in planning for communities and the region by providing technical and advisory assistance on economic and community development, comprehensive planning, and land development regulations; conducting plan preparation and related research for assigned projects and coordinating planning activities with elected officials, citizen advisory committees, and the general public; assisting in the analysis of census and other statistical data and in the preparation of reports for local governments and community organizations; and researching, writing, and administering grants.

Bachelor's degree in City and Regional Planning or a discipline closely related to the skills, duties, and responsibilities described herein is required. A Master's degree in City and Regional Planning or a related field is preferred. With a Bachelor's degree as described above, at least two years of responsible practical experience in planning is required and must include a thorough knowledge of the principles and practices of urban planning and a strong oral/written communication and research background. With a minimum of twenty-seven hours of coursework towards a graduate degree in planning or a closely-related field, one year of responsible practical experience in planning is required and must include a thorough knowledge of the principles and practices of urban planning and a strong oral/written communication and research background. Additional requirements include strong oral and written communication skills; computer skills, including word processing, database management, graphic design, and presentation software; the ability to compile and analyze technical and statistical data; ability to work with minimum supervision, meet deadlines, and work efficiently in non-routine situations; occasional day travel (150 mile radius) and may include occasional overnight stays and attending occasional evening meetings. Must be able to work effectively with the public and elected officials. Experience in economic/community development planning or comprehensive planning is preferred, however, experience in regional planning, land development regulations, or transportation planning will be considered. Position is contingent upon continued grant funding. Pay Grade: 42. Salary: \$28,000-\$34,000/annually. Visit www.missouristate.edu/jobs. Employment will require a criminal background check at University expense. An Equal Opportunity/Affirmative Action Institution.

Submit letter of interest, resume, online application, copy of transcripts, and the name, address, and phone number of three professional references by February 26, 2010 to:

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